



PROJECT COORDINATOR Prevention Focus

PURPOSE OF POSITION

Under the direction of the Director of Prevention, the Project Coordinator (PC) performs the day-to-day operation of VALOR's Training and Technical Support services (TTA). The Project Coordinator is responsible for the overall contact and support of members, (e.g., local rape crisis centers), allied professionals, and VALOR's national constituents in their utilization of TTA. The Project Coordinator must excel at technological support using VALOR's website, email groups, teleconference, web conference, database, e-mail and other systems in order to implement the technical assistance service to member and constituency groups. This position involves working on sexual assault prevention various settings and in connection with many systems. VALOR serves audiences that include groups that work with individuals with intellectual and developmental disabilities (IDD), colleges/universities, sport, labor/unions, law enforcement and military, at the statewide and national level.

This position will focus primarily on support to VALOR's national project, PreventConnect, an online learning community to advance the primary prevention of sexual and intimate partner violence. This position requires project management skills, excellent interpersonal skills and knowledge of various online learning modalities (web conferencing, website and communications management, eLearning site, etc.) This is a full-time, exempt position based in VALOR's Sacramento office.

ESSENTIAL DUTIES

Training and Technical Assistance:

Project Coordinator (PC) must work independently to identify training needs, and develop plans for implementation of services based on needs assessments, and/or emerging best practices. Additionally, the PC will design, research and implement trainings, web conferences and conferences under the guidance of VALOR's management team. PC will conduct independent research to provide training and technical assistance to centers, constituents, and individuals. PC will work closely with VALOR staff to respond to technical assistance needs. Identify appropriate materials and deliver information requested by organizations and individuals. Further, the PC will conduct follow-up assessments of TA to measure effectiveness; and attend and assist with the implementation of trainings and conferences. PC will contact or conduct visits in order to evaluate needs of VALOR's constituents as needed.

Key activities:

- provide technical assistance to national audiences, public health departments, state coalitions
- conduct assessment of training needs for Training and Technical Assistance (TTA) participants statewide and nationally
- Develop content, format and delivery of training
- coordinate, design and implement trainings for national audiences, public health departments, state coalitions and other entities as appropriate
- conduct on-site training & technical assistance to institutional representatives, rape crisis centers, funders and other entities
- identify resources and materials
- archive and document key learnings
- develop training materials and tools such as blogs and podcasts
- facilitate effective working relationships
- engage in regular communication with national partners and other institutions as appropriate
- represent VALOR at meetings, conferences and events.

Additional Duties: Works closely with the Director of Prevention in the strategic development of programs. Contributes to the professional tone and approach of the project and the organization within the perimeters of the agency mission and philosophy. Other duties as assigned.

REQUIREMENTS

1. B.A. or M.A. (preferred) in relevant field required. Extensive experience, demonstrated skills, and aptitude considered in lieu of education.
2. Demonstrated experience (minimum three years) in managing and/delivering programs, preferably in a community-based agency and/or rape crisis/dual center.
3. Must complete a California rape crisis center sexual assault victim counselor training upon hire, if not already attended.
4. Demonstrated relationship-building and communication skills. Ability to maintain cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
5. Ability to work independently and with minimal supervision.
6. In depth knowledge of issues related sexual assault prevention and community-based strategies using a public health approach.
7. Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
8. Excellent oral and written communication skills. Experience delivering oral presentations to diverse professionals and audiences, including workshops and presentations.
9. Excellent technical writing and research skills.
10. Ability to recognize and identify information of value to rape crisis centers and/or sexual assault prevention programs. Ability to synthesize information to ensure usefulness to rape crisis centers and/or sexual assault prevention programs.
11. Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources. Teachable and quick learner of additional online education systems.
12. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
13. Capacity to work in a fast-paced program and manage multi-faceted services.
14. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations. Experienced in developing programs in response to diverse needs.
15. Accept and abide by mission and philosophy of VALOR.
16. Availability to travel extensively statewide/nationwide, some overnights and weekends. Have a car, insurance and a valid driver's license.

Submit cover letter, resume, three references and two writing samples to: jobs@valor.us

**For questions regarding salary range, please email:
jobs@valor.us**

VALOR is an Equal Opportunity Employer

VALOR encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

VALOR makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.